Procedure: *Risks Checklist - General*	
Issue Date: **May 5, 2000**	**Procedure ID:** *S-PE-151*
Supersedes: **April 4, 2000**	**Rev/Change 2.0**

1. **Purpose:** To identify potential risks for projects.

2. **Creating Procedures:**
   P-PE-150 - Identify Risks
   P-PE-010 - Define the Approach

3. **Contents:**

   This is a checklist of potential risks that apply to all projects. This checklist is intended to prompt the developers to consider items of areas of risks that they might otherwise overlook.

4. **Format:**

   Following Page

5. **Notes:**

Risks Checklist - General

Project ID: _____

Prepared By: _____

Date: _____

Project:
- ___ Is formal documentation required?
- ___ Are the requirements stable?
- ___ Are interfaces to other systems well defined and stable?
- ___ Will we need to maintain operability during test and cutover?
- ___ Is the schedule tight?
- ___ Are you confident in the cost and schedule estimates?
- ___ Are there severe terms and conditions? (Liquidated damages, product warranties, consequential damages, etc.)

Organization:
- ___ Is the project team geographically dispersed?
- ___ Will outside regulatory agencies be involved in product acceptance?
- ___ Are there several contractors or groups involved?
- ___ Do you have adequate development facilities (tools, computers, electronic communications, work areas)?

Staffing:
- ___ Is the staff competent and trained?
- ___ Does the staff have experience with this type of project?
- ___ Is the project dependent on one or more individuals with critical skills?
- ___ Are special security clearances required?
- ___ Is the project staffed with less than three people?

Application:
- ___ Is there significant size, scope or complexity?
- ___ Are we dependent on others for any design decisions?
- ___ Is this a classified application?
- ___ Is some of the data covered by the Privacy Act or special security levels?
- ___ Are there response time requirements?
- ___ Does the product use/include legacy code and or COTS products that could affect year 2000 compliance?
- ___ Does the product contain data files and/or databases which must be converted to comply with year 2000 compliance?

Risks Checklist - General

Project ID: _____

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Functions:

___ Are there critical components or modules (performance drivers, new/ untried/unknown algorithms, single point of failure)?

___ Are the underlying mathematical and physical models defined, validated, and accepted?

Implementation (Technology/Design):

___ Is the hardware constrained?

___ Is the staff experienced with the technology that will be used?

___ Do you need to use/adapt existing hardware?

___ Are any software licenses required?

___ Are you confident in your timing and sizing estimates?

___ Have you considered reliability, fault tolerance and maintainability?

___ Are your estimates based on comparable historical data?

___ Are statutory requirements or other relevant standards applicable?

Installation:

___ Are the site facilities known (electrical, water, workspace, security, etc.)?

___ Will site location characteristics cause problems (rural, metropolitan, communications, skilled workers available, etc.)?

___ Is site topography unknown or challenging (dry, mountainous, etc.)? (Affects transportation of product and may affect product design.)

___ Is site weather unknown or frequently inclement?

___ Is shipping difficult (delays, storage at site, etc.)?

___ Must we rely on local work force (skills, pay rate, currency, customs, holidays, etc.)?

___ Is heavy construction required?

___ Will coordination, supervision and control be difficult (time zones, languages, poor communications equipment, etc.)?

___ Are payments in foreign currency (currency fluctuations, foreign taxes)?

___ Are there political considerations (governmental policies, instability, etc.)?

___ Are there Legal considerations (local laws, export licenses)?